

Communication Plan Template

**PROJECT NAME**

				Audiences		
What	When	How	Responsible	Sponsor	Project Team	Who?
<i>Project Kickoff</i>	<i>Project Start (include date when planned)</i>	<i>Meeting</i>	<i>Project Manager</i>	<i>Approve</i>	<i>Receive</i>	
<i>Project Plan</i>	<i>Start &amp; Upon Updates</i>	<i>Document</i>				
<i>Team Meetings</i>	<i>Weekly</i>	<i>Document minutes in Project Library</i>				
<i>Project Status Reports</i>	<i>Monthly</i>	<i>Report sent via e- mail</i>				
<i>Major Milestone Announcements</i>	<i>As completed</i>	<i>Email</i>				
<i>Acceptance Testing Report</i>	<i>End of Test</i>	<i>Letter</i>				
<i>Project Close Out Report</i>	<i>End of Project</i>	<i>Document</i>				

**Instructions for Use**

*Italicized* items are provided for example only. Modify content of the columns to meet project specific needs.

What – List items or occurrences to be communicated.

When - Indicate when the item should be generated and or updates distributed.

How – Indicate the form the communication will take.

Responsible – Indicate the name of the person or team responsible for producing and/or delivering the communication.

Audiences – Add more columns as needed and replace “*Who?*” with names of persons, entities or groups impacted by the communication plan. In their respective columns, indicate an appropriate level of involvement for that person, entity or group. Four common areas of involvement include:

- Person(s) who **consult** with the communication lead to produce the communication.
- Person(s) who have **input** on the communication and whose comments will result in changes to the communication before it occurs.
- Person(s) who **approve** the communication prior to dissemination or distribution.
- Person(s) who **receive or review** the communication, but who do not have review or approval role in the communication.